

APPENDIX D

LABELING

All offices maintaining files are required to maintain them in accordance with Chapter 6, AR 25-400-2. The following supplements those instructions:

- a. Labels are to be prepared for all folders and containers used to store official records.
- b. When “hanging” folders are used for records to be destroyed in the current files area, labels may be placed on the “hanging” folders.
- c. Labels will include the file number, file title, disposition instructions. Calendar (CY) or fiscal year (FY) and Privacy Act System Notice Number will be placed on label, if applicable. (See Figure D-2)
- d. File Labels will be placed on a standard file folder in the 1st, 2nd or 3rd position. (See Figure D-3)
- e. A “Dummy” folder with a label containing required label entries should be used. (See Figure D-4)
- f. File containers and binder labels will be prepared (see Figures D-5 and D-6).

OM 25-1-98
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ELEMENTS OF A FILE LABEL

FILE NUMBER	FILE FOLDER NAME	DATE
DISPOSITION INSTRUCTIONS		

Figure D-1

SAMPLE LABEL

FILE NUMBER	FILE FOLDER NAME	DATE
37-105d	T&A REPORTS & LEAVE RECORD CARDS Privacy Act: A0037-105a SAFM	(CY 90)
COFF 31 DEC 90, DEST 1 JAN 97		

Figure D-2

Note: Examples of a few files that would not require a date.

Office File Number
Policies & Precedents
Records Mgmt. Survey
Security Clearance Information
Job Descriptions
Accountable Property

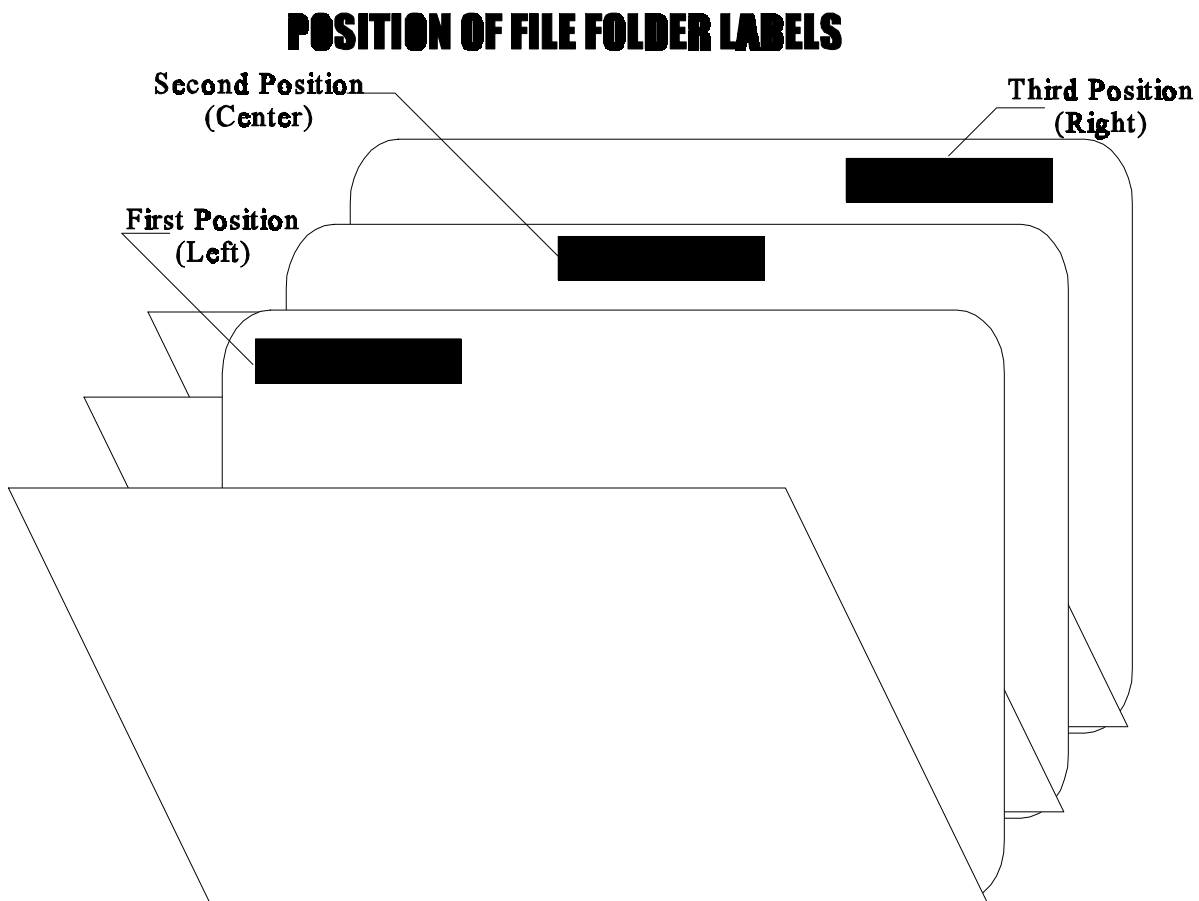


Figure D-3

Position of Folder Labels. Folder labels are placed to denote position as indicated below:

- a. First position (left of center) - Files to be destroyed in the current files area. Standard Time: Dispositions with 1 month to 3 years before destruction.
- b. Second position (center) - Files to be destroyed in the Washington National Records Center (WNRC). Standard Time: Dispositions with 4 years to 10 years before destruction.
- c. Third position (right of center) - Files to be retired to the WNRC. Standard Time: 11 years to Permanent.

OM 25-1-98
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USE OF "DUMMY" FOLDER

614-162a Special Force Volunteer Applications
Privacy Act: A0640-10a TAPC

Active
PIF after transfer or separation of the individual

.....(Taped Shut).....

614-162a Special Force Volunteer Applications (91)
Privacy Act: A0640-10a TAPC

Active
COFF 31 Dec 91, DEST 1 Jan 93

.....(Taped Shut).....

Figure D-4

If there are several folders under one file number, a "dummy" folder may be used.

LABELING OF FILE DRAWERS

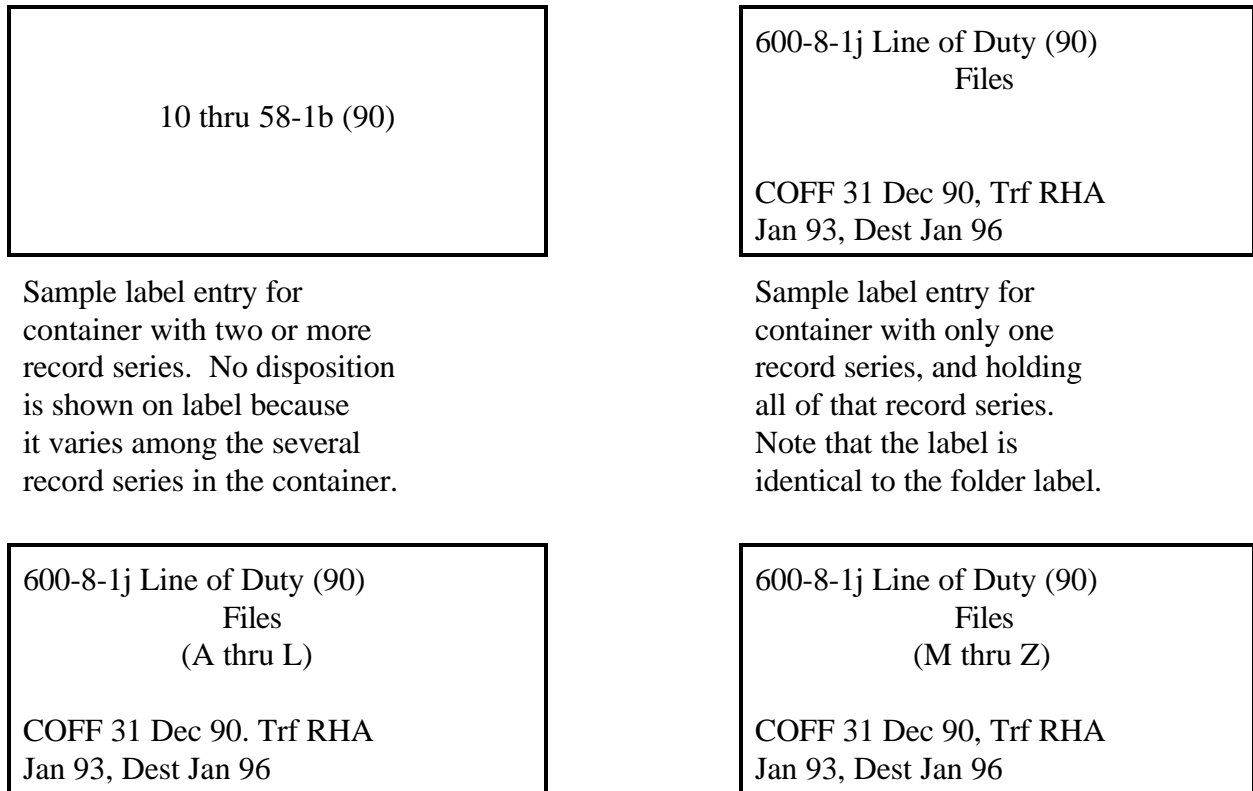


Figure D-5

Sample label entries for drawers that contain only part of one record series. In the example given above (A thru L) and (M thru Z) represent an alphabetical file arrangement. If files are identified numerically, use numbers instead of letters.

BINDER LABELS

1jj Ref Pubs ARs 1-200 thru 340-21 Dest when supsd, obs, no longer needed for reference	1jj Ref Pubs ARs 350-1 thru 352-3	1jj Ref Pubs ARs 352-3 thru 385-40	1jj Ref Pubs ARs 385-40 thru 420-10

Sample label entries for binders containing reference publications

Figure D-6